

## OFFICE OF HUMAN RESOURCES MANAGEMENT

**INITIATIVE:** Human Capital Management & Succession Planning

**ME-50 LEAD:** Jerome Butler/Dottie Van Steinburg, ME-51

**OBJECTIVE:** Develop a Corporate Supervisory & Managerial Training Curriculum

Develop a corporate, Department-wide Supervisory and Managerial Training Curriculum that will provide DOE Supervisors and Managers with the opportunity to develop their supervisory/managerial skills and to apply current human resources best practices and methodologies. In support of the DOE-wide Human Capital Management and Succession Planning model, this curriculum will target critical supervisory and managerial skills needs as well as supervisor's and manager's roles and responsibilities in supporting the recruitment, development, and retaining scientific and technical personnel as well as the workforce of the future. A corporate, Department-wide Supervisory and Managerial Training Curriculum will assure that DOE has a highly skilled, well-qualified and diverse workforce capable of accomplishing the Department's missions. This action will also support the Corporate Education and Training Business Plan Goal 1 activities related to Human Capital Management and Succession Planning.

|   | A/O February 13, 2003  |           |       |                             |
|---|--|-----------|-------|-----------------------------|
| ACTION  | COMPLETION DATE  | STATUS    | ORG.  | POC                         |
| Collect, analyze, summarize internal/external benchmark data on Supervisory and Managerial Training Programs (DOE and Other Fed.Agencies and Private Industry).   | February 2003  | Completed | ME-51 | Dottie Van Steinburg, ME-51 |
| Working Group Meeting to: (1) Develop DOE Supervisory/Managerial Curriculum, (2) Identify key curriculum components and tools that link to the Corporate Succession Planning Model based on benchmark data, (3) Develop Implementation Plan | March 2003   | On Target | ME-51 | Dottie Van Steinburg, ME-51 |
| Meet with key Program Office Stakeholders to validate working group outcomes/products as defined above.   | March 2003   | On Target | ME-51 | Dottie Van Steinburg, ME-51 |
| Develop Program Users Guide and Marketing Plan  | April 2003   | On Target | ME-51 | Dottie Van Steinburg, ME-51 |
| Brief TDMC on Supervisory/Managerial Training Curriculum and Tools to obtain agreement/buy-in   | April 2003   | On Target | ME-51 | Dottie Van Steinburg, ME-51 |
| Brief the DOE Management Council on the Corporate Supervisory/Managerial Training Curriculum and Tools to obtain endorsement.   | April 2 003*<br>*Anticipated date of next Mgmt. Council meeting. | On Target | ME-51 | Dottie Van Steinburg, ME-51 |
| Program Announcement/Roll-out of corporate, DOE-wide Supervisory/Managerial Training Curriculum   | May 2003   | On Target | ME-51 | Dottie Van Steinburg, ME-51 |